

Posting of Special Assistants in the Circles – Common Date for All Circles

In terms of PAD Circular no. 485 dated 14.10.2008, the priority list of clerical employees as on 1st January of every year are to be prepared by the Circles. Keeping in view the number of clerical employees as on 1st January of each year, the vacancies of Special Assistants are determined in the ratio 9:1. The vacancies are allocated to the Circles and Circle Offices are required to fill up the vacancies accordingly. The vacancies of Special Assistants in the Circles arisen due to retirement, promotion, death, are being filled up during the whole year and the process continued till 31st December of every year.

2. The matter was discussed by the Bank in the Small Committee Meeting held on 16.12.2014 wherein it was decided to fix a common date for all Circles for posting of Special Assistants in the first round and after that particular date in case any vacancy remains unfilled in the Circle, the same may be filled subsequently.

3. Keeping in view the above, it has been decided by the Bank that:

- (i) Circles to circulate the priority list in the 1st week of January giving 15 days' time to the employees for filing objection, if any, against their placement in priority list. Thereafter, the objection will be considered by the Bank and corrigendum, if need be, shall also be circulated along with the amended list. The amended list so circulated shall be final.
- (ii) Quota of Special Assistants to be allotted by PAD, HO, latest by 15th January.
- (iii) Circles to identify the vacancies of Special Assistants in their Circle immediately thereafter.
- (iv) Circles to start the process immediately and conduct interviews by providing sufficient & reasonable time to the eligible candidates.
- (v) The approved candidates will be given 07 days times to accept the offer of posting. The Interview Committee shall record the reasons for assessing a candidate as not suitable for the post of Special Assistants. The reasons as recorded by the Interview Committee shall be communicated to the employee concerned, simultaneously with the release of posting orders to the approved employees.
- (vi) On receipt of acceptance, the approved candidates to be posted in the identified branches on 1st March of every year or any date fixed by Head Office.
- (vii) In case any vacancy remains unfilled after the said date, Circles may fill up the vacancies without referring the matter to Personnel Administration Division.

(PAD Circular Letter No. 14 dated 29.12.2014)